

**NEW YORK STATE THRUWAY AUTHORITY
CONSULTANT INSTRUCTION**

SUBJECT: VEHICLE MILEAGE REIMBURSEMENT DOCUMENTATION

DATE: June 3, 2008

CODE: 08-1

SUPERSEDES: N/A



**Christopher A. Waite, P.E.
Chief Engineer**

CONTACT: Director, Bureau of Fiscal Audit

TELEPHONE: (518) 471-4336

DISTRIBUTION: All

All consultant engineering firms providing services to the New York State Thruway Authority ("Authority") as either a prime or sub-consultant must submit appropriate documentation for the vehicle (i.e., car, van and/or pickup) mileage reimbursement requests included with their monthly estimates. The documentation must include the date, origin, destination and purpose of the travel as well as the number of miles traveled and total mileage cost based on the most current mileage rate available through the Government Services Administration website: <http://www.gsa.gov/>. This documentation is needed for all vehicles owned or leased by the firm.

Any mileage reimbursement documentation that was previously found acceptable by the Authority is superseded by this Consultant Instruction.